



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 4/13/18	<u>Interviewer:</u> Lafayette Baker, L.K. Langley	<b>RFA #18 – 45</b>
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Staff		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status:      Male ☐ Female x    Administrator ☐    Faculty ☐    Staff x    Student ☐  
 Concern Regarding:    Male x    Female ☐    Administrator ☐    Faculty ☐    Staff x    Student ☐

**Category:** *(Please check at least one)*

- |  |  |   |                                     |  |
|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age                           | <input type="checkbox"/> Color             | <input type="checkbox"/> Creed              | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status      |
| <input type="checkbox"/> Marital Status                | <input type="checkbox"/> National Origin   | <input type="checkbox"/> Race               | <input type="checkbox"/> Religion   | <input type="checkbox"/> Retaliation         |
| x Sex/Gender   | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression |  |   |                                     |  |

Time Line		
Date	Item	Comments
4/13/18	Bias Form # [REDACTED] sent to EO inbox	
4/16/18	[REDACTED] t/c LKL	[REDACTED] contacted the EO Office regarding concerns raised by students who wish to remain anonymous.
4/18/18	LB Meets with [REDACTED]	LB explains the EO Office Resolution processes, "Protocol," including differences between the informal resolution process and filing a formal discrimination complaint. LB also discusses the EO Office's limits on confidentiality (including the Public Records Act) and the prohibition against retaliation, as well as resources and reporting options. [REDACTED] indicated she did not want to file a formal complaint and that she wanted an informal resolution.  [REDACTED] mentioned to LB that two students asked to meet with her. During the meeting with the students, they indicated that lead mentor [REDACTED]

		<p>applied for the [REDACTED] Position, and he told them "Of course I am going to get the position, I am the only male that applied." The students also said that [REDACTED] made other sexist comments. The students asked [REDACTED] that their names be kept confidential. [REDACTED] asked the EOO to provide some guidance to her and [REDACTED] about what to do when student make sexist comments, and what to do when the reporting people ask that their names be kept confidential.</p> <p>[REDACTED] also indicated that she is the chair of the [REDACTED] search committee and she would like the EO Office to provide some guidance for her and [REDACTED] on hiring practices.</p> <p>It was determined that LB would follow up regarding [REDACTED] with [REDACTED] and also have a substantial discussion on hiring practices and guidance.</p>
4/19/18	Bias Form # [REDACTED] sent to EO inbox	Anonymous report of alleged sexist comments and behavior from [REDACTED] and [REDACTED].
4/24/18	LB called [REDACTED]	LB set up a meeting with [REDACTED] for 4/25.
4/24/18	LB called [REDACTED]	LB explained that he plans to meet with [REDACTED] 4/25 and invited [REDACTED] to join the conversation.
4/25/24	LB and LKL meet with [REDACTED] and [REDACTED]	<p>[REDACTED] and [REDACTED] met with LB and LKL. LB and LKL talked about things that the leaders in the program can do when they hear about a staff member making sexist comments, or any negatives comments based on protected characteristic. In addition, LB and LKL talked about things the program can do when students or staff members want to report information, but wish to remain anonymous.</p> <p>[REDACTED] indicated that he appreciated the recommendations, and explained that he is planning to implement new measures, including creating a handbook and creating leadership teams within the program. The handbook will outline information regarding the program clearly for student and staff. And the leadership teams will provide additional leaders for students in the program to talk to about various program concerns.</p> <p>LKL talked about hiring practice. Particularly regarding how to attract a diverse applicant pool. LKL also talked about not basing hiring decisions on any protected characteristic. [REDACTED] [REDACTED] and [REDACTED] indicated that they appreciated the recommendations from LKL and LB.</p>